

**PLEASE POST**

# TOHONO O'ODHAM NATION

## HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - August 29, 2016

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
<b>Executive</b>					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		2/29/2016	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		3/14/2016	\$ 35,058.40
4924	Treasury	Administrative Assistant	<b>CR</b>	7/25/2016	\$ 14.92
4805	Treasury	Cashier II		8/15/2016	\$ 15.68
4535	Gaming Office - Site: Tucson	Financial Analyst	<b>Re-Advertised</b>	8/29/2016	\$ 79,332.00
4844	Gaming Office - Site: Tucson	Internal Auditor	<b>Re-Advertised</b>	8/29/2016	\$ 68,408.00
<b>General Support Services</b>					
4934	Accounting	Office Specialist	<b>CL, CR</b>	8/8/2016	\$ 12.87
<b>Health and Human Services</b>					
4939	Health Transportation - Site: San Simon	Program Coordinator		8/15/2016	\$ 41,747.00
4865	Health Transportation - Site: San Lucy	Transit Driver (2 vacancies)		8/15/2016	\$ 13.19
4898	Behavioral Health	Counselor Specialist		7/11/2016	\$ 20.07
4899	Behavioral Health	Office Specialist	<b>CL, CR</b>	7/11/2016	\$ 12.87
4955	Management of Health	Administrative Assistant	<b>CR</b>	8/22/2016	\$ 14.92
4949	Senior Services	Cook Aide (Part Time)		8/22/2016	\$ 9.11
<b>Department of Education</b>					
4778	One Stop	Career and Employment Specialist		8/15/2016	\$ 16.47
4863	Recreation - Site: San Xavier	Recreation Specialist		8/15/2016	\$ 12.87
4838	Early Childhood - Site: San Xavier	Teacher Aide		5/9/2016	\$ 11.66
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		4/25/2016	\$ 14.92
4940	Early Childhood - Site: Santa Rosa	Teacher		8/15/2016	\$ 19.10
4907	Early Childhood - Site: North Komelik	Cook		7/18/2016	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook		8/1/2016	\$ 11.66
4933	Early Childhood - Site: Sells	Maintenance Technician		8/8/2016	\$ 12.25
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		7/25/2016	\$ 21.09
4931	Early Childhood - Site: Sells	Education Specialist	<b>NEW</b>	8/29/2016	\$ 19.10
<b>Department of Natural Resources</b>					
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
4857	Well Maintenance	Well Maintenance Supervisor		6/27/2016	\$ 53,440.00
4954	Well Maintenance	Administrative Assistant	<b>NEW, CR</b>	8/29/2016	\$ 14.92
<b>Department of Planning and Economic Development</b>					
4942	Real Property Management	Custodial/Grounds Worker		8/15/2016	\$ 11.10
4930	Administration	Project Specialist		8/1/2016	\$ 22.15
<b>Department of Membership Services</b>					
4811	Enrollment	Office Specialist	<b>CL, CR</b>	8/22/2016	\$ 12.87
4925	Election	Election Specialist	<b>CR</b>	8/8/2016	\$ 11.66
<b>Department of Public Safety</b>					
4950	Environmental Protection Office	Office Specialist	<b>NEW, CL, CR</b>	8/29/2016	\$ 12.87
4870	Law Enforcement	Financial Crimes Investigator (3-Vacancies)		7/11/2016	\$ 28.36
4763	Law Enforcement	Registration/Notification Specialist	<b>CR</b>	7/25/2016	\$ 16.88
4618	Office of Emergency Management	Risk Reduction/Hazard Mitigation Specialist		7/11/2016	\$ 24.45

# TOHONO O'ODHAM NATION



**PLEASE POST**

**HUMAN RESOURCES OFFICE**  
**P.O. Box 837 ~ Sells, Arizona 85634**  
**Phone: (520) 383-6540 ~ Fax: (520) 383-4676**  
**Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)**

## **DESERT DIAMOND WEST VALLEY RESORT**

### **LOCATION: GLENDALE, ARIZONA**

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona Police Officers or from candidates who possess an active Arizona POST certification.

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
<b>Executive</b>					
4915	Gaming - Site: West Valley	Gaming License Technician	<b>CR</b>	7/18/2016	\$ 24.45
4917	Gaming - Site: West Valley	Gaming License Investigator	<b>CR</b>	7/18/2016	\$ 26.99
<b>Department of Public Safety</b>					
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		7/25/2016	\$ 28.36
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	<b>Lateral</b>	6/22/2015	\$ 24.45

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except receptionist.

#### **FOR CLERICAL TESTING**

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**

If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

**Clerical test results must be submitted with your application packet, to be considered "complete".**

#### **IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

#### **APPLYING FOR POSITIONS**

**HOW TO APPLY:** Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and completed Background/MVR Investigations document, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) three current letters of reference, 8) copy of Valid Arizona driver's license, 9) clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

#### **OPEN CONTINUOUS RECRUITMENT**

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

## OTHER EMPLOYER'S RECRUITMENT

### Intermountain Centers for Human Development

Counselor II/Therapist - Site: Sells

Recovery Coach - Site: Sells

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at [agonzales@ichd.net](mailto:agonzales@ichd.net) or Recruiting.com CRM.

### Pima County Records' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challenger at (520) 724-4357.

### Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled, Pay: DOE

Contact: CDFI at P. O. Box 3130, Sells, AZ 85634 (520) 383-0790

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

### Gu Achi District

Job Title: Accounts Payable Clerk

Closing Date: Friday, August 26, 2016

Contact: (520) 361-2404 or 361-2540

PAY: \$12.84 (full time with benefits)

### Sells District

Job Title: District Treasurer

Closing Date: Open Until Filled

Contact: (520) 383-2281

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

### Tohono O'odham Ki:Ki Association

Job Title: VASH Case Manager

Closing Date: Open Until Filled

Pay: DOE

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202

### DaVita Dialysis Clinic

Job Title: Patient Care Technician

Pay: DOE

For more information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at [davita.com](http://davita.com).

### Arizona American Indian Oral Health Initiative

Job Title: Project Coordinator

Pay: DOE

Email Resume with Cover Letter to: Kim Russell, Executive Director for Advisory Council on Indian Health Care

Email: [kim.Russell@azahcccs.gov](mailto:kim.Russell@azahcccs.gov)



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

**4954**

**JOB ANNOUNCEMENT**

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**SALARY:** \$14.92 PER HOUR, PLUS BENEFITS

**OPENING DATE:** August 29, 2016

**CLOSING DATE:** Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** Natural Resources Department/Well Maintenance

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, performs a variety of routine clerical and administrative support duties.

**SCOPE OF WORK:** To repair and maintain the Tohono O'odham Nation's wells and provides portable water and septic tank pump services.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

P.O. Box 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

**4931**

**JOB ANNOUNCEMENT**

**JOB TITLE:** EDUCATION SPECIALIST  
**SALARY:** \$19.10 PER HOUR, PLUS BENEFITS

**OPENING DATE:** August 29, 2016

**CLOSING DATE:** September 16, 2016

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** Education/Early Childhood

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, ensures that children are provided with a learning environment and opportunities that will help them develop physically, socially, cognitively and emotionally; and that parents are supported in their role as the child's primary educator.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood Education or closely related field and two years work experience in a teaching environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

4535

## JOB ANNOUNCEMENT

**JOB TITLE:** FINANCIAL ANALYST

**SALARY:** \$79,332.00 PER ANNUM PLUS BENEFITS

**OPENING DATE:** August 29, 2016

**CLOSING DATE:** Open until filled

*NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** Executive/Gaming

**JOB LOCATION:** Tucson, AZ

**POSITION SUMMARY:** Under limited supervision, protects assets of the Tohono O'odham Nation by ensuring financial controls are in place in accordance with established requirements. Ensures the integrity of reporting requirements by planning and implementing quality audits, analyzing the results, documenting exceptions and recommending corrective action, and ensures follow up responses are appropriate and accurate. This position must be familiar with analyzing Oasis, IGT, and various other on-line accounting systems.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, Business Administration or Business Management, or closely related discipline, and two years financial experience in a casino or gaming regulatory environment with experience in reviewing Class III Net Win reports. Professional Certification (e.g. CPA, CIA, CMA, CFE) is highly desirable.
- Four years supervisory experience.

—AND—

- Must be licensed by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

4844

## JOB ANNOUNCEMENT

**JOB TITLE:** INTERNAL AUDITOR

**SALARY:** \$68,408.00, PER ANNUM PLUS BENEFITS

**OPENING DATE:** August 29, 2016

**CLOSING DATE:** Open until filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** Executive/Gaming

**JOB LOCATION:** Tucson, AZ

**POSITION SUMMARY:** Under limited supervision, examines, plans and executes internal audits in accordance with accepted professional standards to determine compliance with departmental policies and procedures and adherence to applicable laws and regulations; evaluates processes and controls and communicates findings with management; performs operational, financial, and information system audits and prepares audit reports to ensure compliance with required controls.

**SCOPE OF WORK:** Executes internal audits and adherence to the applicable laws and regulations. Maintains the integrity of gaming for the Nation, the Gaming Employees and the general public.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Finance, Accounting or closely related field, and three years work experience in auditing, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be licensed by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**





# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

4950

## JOB ANNOUNCEMENT

**JOB TITLE:** OFFICE SPECIALIST

**SALARY:** \$11.10 - \$12.87\* PER HOUR, PLUS BENEFITS

**OPENING DATE:** August 29, 2016

**CLOSING DATE:** Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** Public Safety/Environmental Protection Office

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

**SCOPE OF WORK:** The Environmental Protection Office is responsible to protect and preserve the Nation's lands, air, water, flora and fauna, its ecological systems and natural resources through monitoring regulatory enforcement, education and training.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 Words per minute and demonstrate 50% proficiency in grammar, spelling and math.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**